

HISTORY AND ARCHIVES

The role of the Directorate archivist depends to a large extent upon (1) the establishment of an Agency archival policy, (2) the establishment of an Agency archives program, and (3) the implementation of the policy and program through the establishment of an Agency archival function and the staffing of this function with qualified professional archivists.

The Directorate archivist will be responsible for the following:

1. Coordinate the historical program of the Directorate.
2. Develop a systematic way to insure that all records of interest to the Support Directorate are retrieved from other directorates for archival screening and appraisal.
3. Consult with the Directorate Records Manager regarding (1) the short and long-term values of records from the standpoint of Directorate operations, (2) methods and systems for the identification of records of permanent value, and (3) the scheduling of non-current records for transfer into archival custody.
4. Analyze and evaluate inactive Directorate records to determine their continuing value and to provide advice or make decisions about their destruction or permanent retention.
5. Analyze records to decide the cataloging arrangement that will best reveal their character and significance; protect their integrity as historical evidence of the development of the Directorate's organization and function; and facilitate the identification of their location, description,

6. Insure the preservation of archival material from deterioration or impairment of their value through alteration or neglect. This involves consideration of (1) the condition of the records, (2) the nature of their evidential or informational value, (3) the extent of their use, and (4) the cost of repair and reliabilitation.
7. Resolve questions of origin and authenticity of documents in regard to research that may lead to publication. He must employ a thorough knowledge of the substance of the documents and persons, circumstances, and events to which the documents relate.